

## **6118 - RECREATION LEADER I**

### **NATURE OF WORK**

**This is entry level, responsible work in leading varied activity programs at indoor or outdoor recreation centers and playgrounds.**

**The incumbent assists in planning, organizing, and promoting recreation and social activities, in assigned areas, for all age groups. This includes those activities at Citywide events. Work includes insuring the safe conditions of facilities and equipment and the adherence to safety rules. Work involves adapting programs to meet the needs and interests of the citizens.**

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

**Assists in planning, organizing, promoting, and leading diversified recreational and social activities, in assigned areas, for all age groups.**

**Assists in promoting and conducting the assigned areas of City-wide recreation programs.**

**Conducts and supervises assigned standard but diversified recreational activities which may include the areas of music, dance, arts and crafts, films, cultural events, nature studies, stage revues, swimming, social recreation, sports, and games.**

**Resolves complaints and inquiries from the public.**

**Inventories and maintains assigned equipment and supplies.**

**Inspects facilities, grounds, equipment, and supplies to recommend necessary repairs or replacement.**

**Enforces safety and program rules and regulations.**

**Administers basic first aid.**

**Registers, schedules, and accepts moneys from activity participants.**

**Compiles and maintains necessary records and receipts.**

**Advises the public regarding available activities.**

**Issues supplies and equipment to program participants.**

**Transports participants to and from activities.**

**Performs related work as required.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Some knowledge of the principles, rules, and equipment required for standard but diversified recreational activities.**

**Some knowledge of safety precautions and basic first aid procedures.**

**Ability to instruct individuals and groups of all ages in a variety of recreational and social activities.**

**Ability to establish and maintain an effective working relationship with employees and the general public in a manner which promotes maximum participation.**

**Ability to assist in planning, organizing, promoting, and leading activities in assigned area.**

**Ability to accurately inventory equipment and supplies and to recommend purchasing**

**the same.**

**Ability to effectively resolve minor complaints and inquiries.**

**Ability to accurately compile and maintain routine records and receipts and to prepare clear and concise reports.**

**Ability to inspect facilities, grounds, equipment, and supplies to detect needs for repair or replacement.**

**Ability to accurately follow written and verbal instructions.**

## **MINIMUM REQUIREMENTS**

**Two (2) months full-time paid experience leading or teaching group recreational or educational activities OR completed one course from accredited college or university in education, physical education, recreation, art, psychology, health, music, theater, or equal. May require flexible hours including evenings weekends, and holidays. Work is half-time (September to June) and/or full-time (June to September).**

## **PHYSICAL REQUIREMENTS**

**Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine.**

**No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.**

## **SUPERVISION RECEIVED**

**General and specific assignments are received and work is performed with some latitude for the use of independent judgment in the selection of work methods. May act in the place of supervisor in the supervisor's absence. Work is subject to review for compliance with departmental policies and objectives.**

## **SUPERVISION EXERCISED**

**Usually none.**

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